

EXCEL PROJECT 1: Editing and Formatting a Worksheet

Objectives Practiced

- Navigate in a worksheet.
- Edit and format cell contents.
- Select cells and enter data.
- Format cells.

Reynaldo is a weather reporter for a local television station. As part of his daily report, he uses the Air Quality Index (AQI) to provide information about the air quality in the surrounding area. He is creating an Excel worksheet for tracking this information.

1. Open **EX Project 1.xlsx** from the folder containing your data files, and save it as **Air Quality Index XXX.xlsx** (replace XXX with your initials).
2. Use the keyboard to select cell **B3**, and then enter **Numerical Value**.
3. Use the mouse to select cell **A4**, and then enter **Green**.
4. Use the keyboard to select cell **B4**, and then enter **0 to 50**.
5. Use the keyboard to select cell **C4**, and then enter **Good**.
6. Use the keyboard to move to the last cell in the worksheet containing data or formatting (cell C9) and replace *Unsafe* with **Hazardous**.
7. Use the Go To command to select cell **A1**, and then apply bold to the text, change the font to Cambria, and change the font size to 18.
8. Use the keyboard to select cells **A3:C3**, and then apply bold to the text in this range, change the font to Cambria, and apply a Thick Bottom Border to the cells in this range.
9. Use the mouse to select cells **A3:C9**, and then center the data in the cells.
10. Save and close the workbook, then exit Excel.

Critical Thinking

Open the **Air Quality Index XXX.xlsx** file. Visit the AIRNow Web site at www.airnow.gov and then search the site to find the current AQI for a city near you. Record the name of the city in cell C13 and record the AQI number in cell D13. Save and close the workbook.

EXCEL PROJECT 2: Creating and Formatting a Schedule

Objectives Practiced


- Create a new workbook.
- Adjust column widths and row heights.
- Enter data.
- Format cells.

Miranda owns a small business that recycles glass bottles into useful products. She uses a kiln to melt the bottles into cheese trays, serving dishes, and decorative artwork to sell in local specialty stores. She is creating a firing schedule to post as a reminder of how many minutes the kiln should remain at each rate and temperature through the stages of the melting process.

1. Create a new blank workbook and save it as **Firing Schedule XXX.xlsx** (replace XXX with your initials) in the location where you store your data files.
2. Enter the data shown in the figure below.

	A	B	C	D	E
1	Firing Schedule				
2					
3	Rate	Temp	Hold		
4	350	1000	10		
5	450	1300	60		
6	full	1510	10		
7	full	1000	30		
8	350	450	0		
9					
10					

3. Adjust the width of columns A through C to 12.00 (89 pixels).
4. Adjust the height of rows 4 through 8 to 24.00 (32 pixels).
5. Center the data in cells A3:C8.
6. Merge and center the text in cell A1 across the range of A1:C1, then change the font size to 20 and the text color to Red.
7. Bold and underline the text in cell A3, and change the font size to 12.



EXCEL PROJECT 2: Creating and Formatting a Schedule

8. Use the Format Painter to copy the formatting in cell A3 to cells B3:C3.
9. Save and close the workbook, then exit Excel.

Critical Thinking

Open the **Firing Schedule XXX.xlsx** file. Change the worksheet orientation to Landscape. Center the data horizontally and vertically on the page. Preview the worksheet and print it. Save and close the workbook.

EXCEL PROJECT 3: Formatting a Worksheet Tracking Airline Miles

Objectives Practiced

- Apply themes and styles.
- Set number formats.
- Change alignment of cell contents.
- Change cell alignment.

As a regional sales manager, Tavar frequently takes short commuter flights to meet with his sales teams. To help neutralize the climate-changing emissions produced by these flights, Tavar keeps track of his total miles flown each month so that he can calculate the carbon dioxide emissions and then purchase emissions credit to offset his personal carbon footprint.

1. Open **EX Project 3.xlsx** from the folder containing your data files, and save it as **Carbon Footprint XXX.xlsx** (replace XXX with your initials).
2. Apply the Median theme to the workbook.
3. Apply the Heading 1 cell style to cells A1:B1.
4. Center the data and wrap the text in row 3.
5. Apply the Heading 3 cell style to cells A3:D3.
6. Change the number format to Short Date in cells A4:A10.
7. Center the data in cells B4:B10.
8. Change the number format to Number with zero decimals in cells C4:D10.
9. Save and close the workbook, then exit Excel.

Critical Thinking

Open the **Carbon Footprint XXX.xlsx** file. Format the data in the range A3:D10 as a table with headers using a table style that you think is appropriate. Save and close the workbook.

Open the **Carbon Footprint XXX.xlsx** file. Search the Web to locate a carbon footprint calculator, such as the one at www.liveneutral.org/flyneutral. Calculate the emissions for a flight you have taken or would like to take from the airport nearest to where you live. Record the information on the worksheet in row 13. Save and close the workbook.